PUBLIC ASSEMBLY PERMIT APPLICATION

1) NAME OF BUSINESS: _____

2) ADDRESS OF BUSINESS: _____

_____

3) TELEPHONE NUMBER: _____

4) MAILING ADDRESS (if different from above): _____

_____

E-Mail _____

5) Is business a corporation? Yes____ No____   If so please list name of corporate officers:
President: _____ Vice President: _____
Secretary: _____ Treasurer: _____
Other: _____

6) Is business a partnership? Yes____ No____   If so please list type of partnership and names of partners:

_____

_____

_____

7) LOCATION OF PREMISES (where permit is required): _____

_____

_____

8) NAME OF BUSINESS OWNER: _____
BUSINESS OWNER'S LEGAL ADDRESS: _____

_____

_____

9) BUSINESS OWNER'S LOCAL ADDRESS: _____

_____

_____

10) BUSINESS OWNER'S TELEPHONE NUMBER: _____

_____

_____

11) NAME OF PROPERTY OWNER: _____

_____

_____

12)   OWNERS LEGAL ADDRESS:

_____

_____

_____

13)   OWNER'S TELEPHONE NUMBER:

_____

14)   In case of emergency list contact person and telephone number:

Person:_____

Phone #:_____

15)   If owner of property is different from applicant, in case of an emergency list contact person and #:

Person: _____

Phone #: _____

16) List the name and telephone number of at least one individual who resides in Suffolk County and is authorized to accept service on behalf of the owner of the property.
Person:_____ Phone # _____

17) List the name and telephone number of at least one individual who resides in Suffolk County and is authorized to accept service on behalf of the owner of the business.
Person:_____ Phone # _____

18) If the premises are leased, list the names and addresses (business, current residence and legal residence) of all lessees, subleases, assignees and tenants, and the name and address (business, current residential and legal residence) of at least one individual within Suffolk County who is authorized to accept service on behalf of the lessee, sublease, assignee or tenant. Use separate pages as necessary.

_____

_____

_____

_____

19) Describe the intended use of each area where the occupant load may exceed fifty people.

_____

_____

_____

_____

_____

20) Attach a set of floor plans, drawn to scale, of the furniture, equipment and interior partitions on the premises, including outdoor areas of use for all areas that may exceed an occupant load of fifty people. Any deviation from the plan as submitted, which affects occupant load or exiting, without prior written approval of the Chief Fire Marshal or his/her designee shall invalidate the permit.

21) Attach a valid certificate of occupancy for all buildings, structures and uses on the property.

22) Attach the fire safety and evacuation plan for the premise. In the case of a new owner, lessee, sub-lessee, assignee or tenant the plan shall be provided to the Department of Fire Prevention prior to opening to the public, including private parties.

23) Employees shall receive training in the contents of the fire and safety plan for the premise. Attach training records for employees for the past calendar year. In the case of a new owner, lessee, sub-lessee, assignee or tenant the plan and records are to be provided to the Department of Fire Prevention prior to opening to the public, including private parties.

24) A separate permit is required from the Department of Fire Prevention for any tent when permissible by the Fire Code of the State of New York and the zoning code of the Town of East Hampton.

25) Pursuant to Section 175.35 of the New York State Penal Code, a person is guilty of offering a false instrument for filing in the first degree when, knowing that a written instrument contains a false statement or false information, and with the intent to defraud the state or political subdivision thereof, he offers or presents it to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded or otherwise become a part of the records of such public office or public servant. Offering a false instrument for filing in the first degree is a class E felony.

26) If the application is deemed incomplete, the Chief Fire Marshal shall notify the applicant as to the specific information or documentation required to complete the application and that the applicant has thirty days from the date of notice to submit the application.

CHANGES TO PERMIT

1) Permits shall not be transferable or assigned.
2) Any changes in the activity, operation, location or ownership shall require that a new permit be issued.
3) A copy of this permit shall be posted or otherwise readily accessible at each place or operation or carried   by the permit holder.
4) No permit issued shall be interpreted to justify a violation of Town Code or any other applicable law or regulation.
5) Application is hereby made to the Department of Fire Prevention for issuance of a permit to Town Code 141-9 and all amendments thereto, for the regulated activity as herein described.

If property owner is not the business owner, both sections must be completed.

For the property Owner

_____being duly sworn, deposes and says that he/she resides at _____and that he/she is the agent for the owner of the premises described in the within application, and states that the proposed regulated activity had been authorized by the owner and that the aforesaid applicant has been authorized to make the application as the owner's agent. The owner authorizes the applicant to consent to permit any employee of the Division of Fire Prevention to enter upon the premises without a search warrant for the purpose of inspecting the proposed regulated activity.

Sworn this date of _____

False statements made therein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law.

_____
Applicant/Property Owner

_____being duly sworn, deposes and says that he/she resides at _____and that he/she is the owner in fee officer in the corporation which is the owner in fee described in the within application, and that he/she has authorized_____ to make the foregoing application for a permit as described herein.

Sworn this date of _____

False statements made therein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law.

_____
Applicant

☐ Approved ☐ Denied   _____